SPECIAL SUPERINTENDENTS' WEBCAST
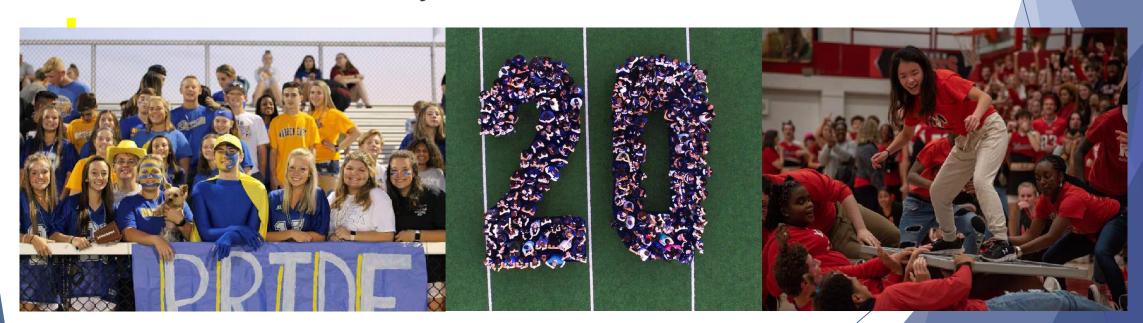
April 28, 2020

AGENDA

- Communications Update – Class of 2020 photos

- Office of Finance & Operations – FY 20 Wrap-Up and FY 21 Planning, SEEK

- Guidance – Class of 2020 Graduation and 2019-20 End-of-School procedures

- Questions and Answers via SoapBox #KDECovid

Communications Update – Class of 2020 photos

- KDE Communications is working on a special project to honor our seniors and we need the help of our school districts and superintendents.

- Please try to include as many group pictures with as many different faces (i.e. not the same students in every picture) as possible.

- **Deadline to submit is May 15, 2020**

FY 20 Wrap-Up and FY 21 Planning

- Minutes, hours and days

- SEEK FY 21

- Finance

- Questions and answers

Education Continuation Plan

- Announced on April 20, 2020

- Assumes school closure to in-person instruction through the end of 2019-2020 SY

- All districts must continue to provide NTI programs for students

- Districts must attempt to reach 1,062 student instructional hours prior to May 29

- Permits districts that reach 1,062 hours to end SY on or before May 29th

- NTI days can count for 7 hours of daily instruction

Education Continuation Plan: Exceptions

Per SB 177, if a district is unable reach 1,062 instructional hours due to extraordinary circumstances or public health reasons, then:

- By May 1, 2020, request assistance from the commissioner to create a plan to maximize instructional time to reach 1,062 hours by June 12

  - *Commissioner may waive unmet hours past June 12*

- If the governor determines all districts should cease NTI prior to reaching 1,062 hours, then executive authority may waive instructional hour requirement, nothwithstanding SB 177

- The Education Continuation Plan can be found here:

  https://education.ky.gov/comm/Documents/COVID-19%20Education%20Continuation%20Plan.pdf

2019-20 Calendars

- NTI instructional minutes
  - Each NTI day can count for 420 instructional minutes
    - *Guidance on how to change this in Infinite Campus has been sent to DPPs*
    - *KDE and IC are in the process of updating calendar reports to capture the changes*
  - Increases in instructional minutes and banked time WILL be used to calculate instructional minutes
    - *CANNOT be used toward contract days*
    - *Staff must still fulfill contract days*

2019-2020 Calendars

- Up to five hours of emergency time can be counted as instructional hours if the district had a late start time or early release due to an emergency (ex. snow)
  - These hours already would be reflected in Infinite Campus and will be used normally

  Example: A district released an hour early one day and had a two-hour delay another day. These three hours will be counted and added to the calendar submitted with 1,059 instructional hours for a total of 1,062 instructional hours.

Calendars

- Due dates
  - 2020-2021 original calendars can be submitted at this time
    - Due July 31
  - 2019-2020 amended calendars open for submission on May 15
    - Cannot be submitted before the last day in the calendar (last contract day for teachers)
    - Due July 31

Contract Days

- After 1,062 instructional hours reached, with days remaining under contract

- Professional development

- Planning, opening day, closing day, holidays

- Other

- Local board could grant emergency leave to full-time or part-time staff per SB 177

Extra Pay

- If staff work extra hours (same duties), they would be paid overtime

- If staff take on additional duties (to those typically performed), they may be paid a stipend for the additional duties

- Bonuses are not permitted. Pay must be for services rendered

Finance

Redbook

Activity Funds

- Return fees and dues to payers

Senior Funds

- Refund deposits

- **Remainder:** Spend on an allowable expenses (pages 19-20). Including:
  - ✓ Awards such as merit certificates, trophies, plaques or other means of recognition for behavior, athletic or academic achievement

- Transfer/donate to another SAF

- End of Year amount rolls into the General Fund (by default)

Capital Funds Requests

- KRS 157.420 provides guidance for allowable expenditures
  - Last day for requests for FY 20 is May 30
- FY 21: No operating expenditures allowed
- Allowable expenditures:
  - School plant maintenance/repair
  - Insurance on buildings
  - Replacement of equipment
  - Purchase of school buses (KISTA or Cash)
  - Hardware "… to be utilized for educational purposes only"

School Report Card

- Due to all districts not processing 2019-2020 SAAR data, School Report Card (SRC) membership data will be pulled differently this year (dependent upon district SB 177 decision)

- 2019-2020 **membership data** will be pulled from Infinite Campus at the end of the year
    - Districts will have the ability to verify data during SRC verification

- AADA, Attendance Rate and Chronic Absenteeism data will not be reported in the 2019-2020 SRC

- **Reminder:** Finance Domain review/data entry going on now

SEEK

School Year 2020-2021

Factors Affecting 2020-2021 SEEK Calculations

- SB 177 (2020 RS) allows a district to use 2018-2019 attendance data <u>or</u> 2019-2020 attendance data for 2020-2021 SEEK

- Attendance data includes AADA, At Risk, Home/Hospital and T-codes

- KDE advised we would use the 2018-2019 data to start the 2020-2021 SEEK Forecast calculation (posted now)

- 2020-2021 SEEK Forecast calculation will determine your SEEK payments for July, August and September 2020

- Any changes in AADA, At Risk and Home/Hospital will occur in SEEK Tentative (Oct. 1)

- Changes in SEEK Transportation will occur by March 1, 2021

- Fall Growth will be calculated normally and included in SEEK Final (March 1, 2021)

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Using 2018-2019 SAAR Data

- Benefits to districts:
  - Districts will not have to submit any reports
  - Data from SAAR Report will include:
    - SEEK At-Risk Data
    - Home and Hospital Adjustments
    - Transportation Data

Using 2019-2020 SAAR Data

- KDE systems will not accept data that includes more than 10 NTI days

  - KDE will manually calculate 2019-2020 AADA from SAAR data

- Due to manual calculation, districts can only submit 2019-2020 SAAR data one time

- KDE will require 2019-2020 SAAR be submitted by June 1 to allow for manual calculations at KDE

- Data cleanup required:

  - Normal SAAR cleanup

  - SEEK At Risk: 2019-20 data must be validated with District Support

  - Transportation: NTI days calculate as Non-Transport (NT) and no ADA/funding is given for NT (which could be 40 or more days)

  - Home and Hospital: NTI days do not give home hospital adjustment and NTI ADA calculation overrides HH funding

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Transportation

- If 2019-2020 data is used to determine SEEK Transportation, there is a likelihood the data used to determine your funding will be significantly different than the previous year

- NTI days do not count toward "days transported"

- Costs <u>not related to transporting students, including meal delivery,</u> should be coded to 2790

- The SEEK Transportation calculation excludes 2790 expenses

- These variables may negatively impact your SEEK Transportation funding

- Because of the 2019-2020 option, districts that choose to use 2018-2019 data may see an impact (positive or negative) in their SEEK Transportation funding if other districts choose to use 2019-2020 data

Pros/Cons

Use 2018-2019 SAAR Data	Use 2019-2020 Data
PROS	**PROS**
*Known amount	*Pick up end-of-year growth in ADA
*Funding remains stable and budgeted funds should cover all districts	
	CONS
*Official data cleanup not required	*Unknown budget impact -- may trigger overall shortfall in funding
*Program logic used for calculations -- no manual calculation of ADA by KDE staff	*Unknown impact to ADA calculations when over 10 NTI days
*Loss of enrollment for this year is not realized	*Unknown impact to transportation funding when over 10 NTI days are reported -- non-transported days
	*Early data reporting to KDE -- only one submission of data
CONS	*Manual calculation of AADA -- programs will not support submission of data with over 10 NTI days. KDE staff will do manual calculations
*No end-of-year ADA growth from SAAR data	
*May result in a lesser amount than 19-20	*At Risk data must be validated -- Has district been maintaining FRAM records?

Important Considerations

- Your choice is final with SB 177 selection

- KDE cannot reverse SEEK or Transportation calculations once we have finalized the calculation

- You are assuming a risk we cannot quantify. It is possible that, even with a higher AADA in SEEK, you will lose funding in transportation due to fewer days transported, inconsistent T-codes and other variables within the SEEK Transportation formula

- NTI days do not give Home/Hospital adjustments. NTI AADA calculations override Home/Hospital funding

- Districts (superintendents or DPPs) must notify Brad Kennedy of their selection by May 15

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Risks of Shortfall in SEEK

- As of April 7, 2020, when SEEK Forecast was posted, a shortfall <u>does not exist</u>

- If a shortfall exists when Tentative SEEK is posted (by Oct. 1, 2020), KDE will communicate it immediately to districts

- Final SEEK will be posted March 1, 2021

- Any change in data may trigger a shortfall. For example, if the growth factor calculation causes SEEK to exceed the budget appropriation, a shortfall will exist

- At this time, we do not know if a state budget reduction will occur

End of Year Financial Update

- Due to the current situation resulting from COVID 19, it is our intent to provide as much flexibility to districts as possible
- Any FY20 state grant funds you have not expended and could expend over the summer or when school resumes may be used past June 30, 2020
- These funds still should be used to support the original purpose of grants
- Expend any FY20 funds prior to FY21 funds and continue to submit your CDIP reports until funds are expended
- District Funding and Federal Cash Request Assurances are due Sept. 30, 2020. No change at this time

Contacts

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Questions/Comments

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KDE COVID-19 webpage

https://education.ky.gov/comm/Pages/COVID-19-Updates.aspx

Questions/Comments

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Guidance Discussion:
Graduations and Related Year-End Activities

Guidance Discussion:
End of School Year Procedures